

To: Town Council
From: Matt Hart, Town Manager
CC: Town Employees
Date: January 25, 2010
Re: Town Manager's Report

Below please find a report regarding various items of interest to the Town Council, staff and the community:

Budget and Finance

- *Superintendent's Proposed FY 2010/11 Budget* – Superintendent Fred Baruzzi has presented his Proposed FY 2011/12 Budget to the Mansfield Board of Education. The proposed budget totals \$20,588,160 representing a decrease of .04% below the current year. Mayor Paterson and I had met with Superintendent Baruzzi and Board Chair Mark LaPlaca to discuss the importance of controlling expenditures in this time of declining revenues, and I appreciate Mr. Baruzzi's leadership in this regard. The Mansfield Board of Education will review the Superintendent's proposed budget over the next month and will look to adopt its proposed budget in mid-February. The Council will have an opportunity at one of its budget workshops in late March/early April to meet with the Mansfield Board to discuss the Board's proposed budget.
- *Town Council Budget Retreat* - The annual budget/finance retreat has been scheduled for Tuesday, February 9, 2010 from 6:00 – 9:00 PM; location to be announced.

Council Requests for Information/Council Business

- *Town Tour* – It appears as though February 4, 2010 is no longer the best time for Council's tour of town facilities; staff is working to reschedule.

Departmental/Division News

- *CIRMA Annual Meeting* - Chief Dagon and Maria Capriola will be serving on a panel for the Connecticut Interlocal Risk Management Agency's (CIRMA) annual meeting this Thursday, January 28th. The panel will discuss how to best use pre-employment health services to determine whether or not a job candidate is physically able to perform the job. The panel will also review the importance of creating job descriptions with essential functions and physical requirements and how that relates to the Americans with Disabilities Act.

Future Agendas

- *Meeting with State Legislators* - The Town Council will meet with State Senator Donald Williams and State Representative Merrill at 7:00 PM prior to the Council's regular meeting on February 8, 2010. This session will provide the Council with an opportunity to discuss issues of local importance as well as pending legislation with our legislators.

Major Projects

- *Four Schools Building Project* – attached please find a preliminary timeline for the next several steps related to this project. Over the next few weeks, the Building Committee is conducting a presentation at each of the four schools. This past Thursday, January 21st, the committee conducted the first of these sessions at Goodwin School. I have also attached an invitation for the site visit to Nayaug Elementary School in Glastonbury, scheduled for February 1st. Please RSVP with the Superintendent's Office if you plan to attend.
- *Storrs Road Improvement Project* – On January 19th, the engineering firm of BL Companies made a presentation to the Mansfield Downtown Partnership's Planning and Design Committee regarding the project design. Staff will now review the design work completed to date and provide any comments to BL. BL will then submit the partial design to the CT Department of Transportation CDOT and the town will be asked to conduct a public information session regarding the same.

Member Organizations

- *Mansfield Downtown Partnership* - Storrs Center announces that a new letter of intent agreement has been signed with Tailoring by Tima, owned and operated by Tima Saria. The business, which specializes in alterations and custom tailoring, has long served the UConn community and local residents and is currently located at 10 Dog Lane.

Upcoming Events

- *Library Programs*
 - The Mansfield Public Library will host a Get Organized Event on Wednesday Jan. 27 from 7-8:30 pm in the Buchanan Auditorium. Topics to be covered include: Unclutter Your Life & Start Living and Strategic Life Planning: Making New Year's Resolutions that Stick! Having trouble getting organized in your personal or work life? You are not alone. Although just about everyone seems to understand the benefits of being organized, it's not always easy to figure out just where to start. You can use the start of a new year to think of ways in which to improve your personal and work life. Becoming more organized can help save time and money, increase productivity, enhance one's quality of life, and reduce stress. This program is free and open to the public.
 - Minstrel Storyteller Mary Jo Maichack performs at the Library on Saturday, January 30 at 10:30 AM. Mary Jo is an award winning performer and is especially recommended for children ages 3 - 6.
 - The Friends of the Mansfield Library Book Sale is scheduled for February 6, Saturday 9 - 4 and February 7, Sunday 9 - 3. The Library will be open to the public on Sunday from 9 - 3. The Library will be closed on the Thursday before the Book Sale so tables and boxes of books can be set up safely. Staff development activities for Thursday include a staff meeting, watching an email etiquette DVD, and work area clean up.

Upcoming Meetings*

- Traffic Authority, January 26, 2010, 10:30 AM, Conference Room B, Audrey P. Beck Municipal Building
- Regionalism Committee, January 26, 2010, 6:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Sustainability Committee, January 27, 2010, 7:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Zoning Board of Appeals, January 27, 2010, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Board of Education Presentations on Four Schools Building Project
 - Thursday, January 21, 2010 – 7:30 PM – Goodwin
 - Thursday, January 28, 2010 – 7:30 PM – Mansfield Middle
 - Thursday, February 4, 2010 – 7:30 PM – Vinton
 - Thursday, February 11, 2010 – 7:30 PM – Southeast
- Planning and Zoning Commission, February 1, 2010, 7:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Four Corners Sewer Advisory Committee, February 2, 2010, 7:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Agriculture Committee, February 2, 2010, 7:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Mansfield Advocates for Children, February 3, 2010, 5:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Mansfield Downtown Partnership Board of Directors, February 4, 2010, 4:00 PM, Downtown Partnership Office
- Ethics Board, February 4, 2010, 4:30 PM, Conference Room B, Audrey P. Beck Municipal Building

- Community Quality of Life Committee, February 4, 2010, 7:30 PM, Council Chambers, Audrey P. Beck Municipal Building
- Housing Code Board of Appeals, February 8, 2010, 5:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Communications Advisory Committee, February 8, 2010, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Finance Committee, February 8, 2010, 6:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Special Town Council Meeting, February 8, 2010, 7:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Town Council Meeting, February 8, 2010, 7:30 PM, Council Chambers, Audrey P. Beck Municipal Building

**Meeting dates/times are subject to change. Please view the Town Calendar at www.MansfieldCT.org or contact the Town Clerk's Office at 429-3302 for a complete and up-to-date listing of committee meetings.*